



Separations and Retirements Process

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Objective



Identify the prescribed steps using appropriate systems and documentation to correctly separate or retire Service Members.

Introduction



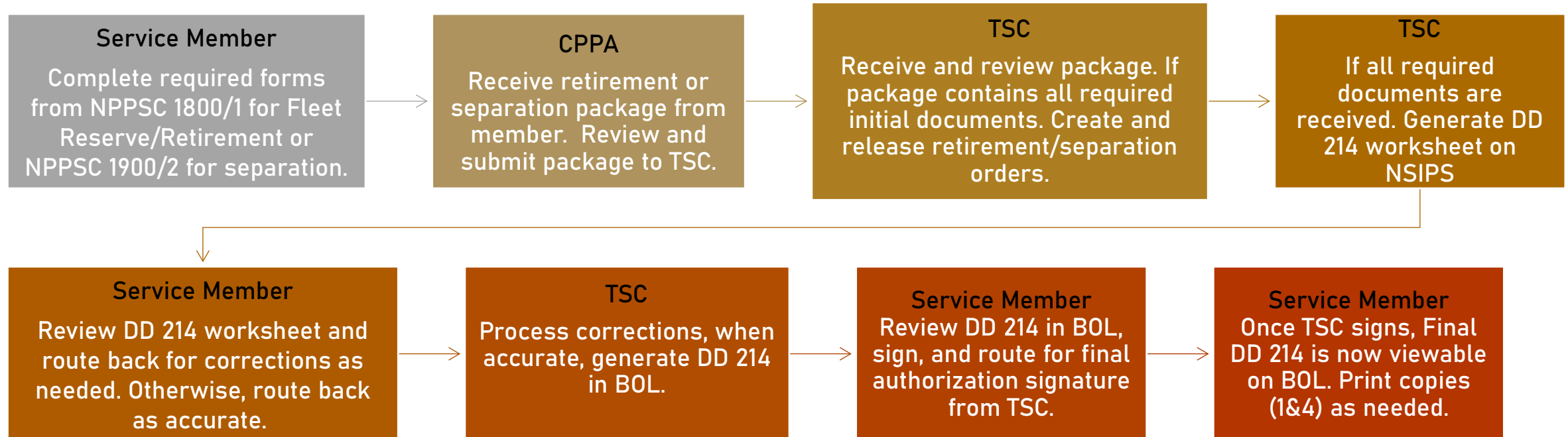
In this lesson we will cover:

- High-level submission steps in the process for Fleet Reserve and Retirement
- Resources and Required Key Supporting Documents Training Video
- Separations Process
- Fleet Reserve & Retirement Process
- PTDY - Terminal/Lump Sum Leave - Involuntary Separation Pay
- DD 214 Overview
- Navy Accession Training (NAT) Separations
- OCONUS Separations Routing Guidance
- Projected Loss Report
- Separations Travel Claim
- References



Resources and Required Key Supporting Documents

Retirement/Separation Package Submission





Separation Process

Separation Package Submission



Prior to starting the separation package for submission to the CPPA, ensure the following have been completed or started if required:

- Return CWAY quota
- Receive separation authorization or separation orders for Officers
- Capstone and TAP class
- Separation physical
- Ensure no PCS orders are on file for member

Start working package 5-9 months prior to terminal leave/separation date

Separation Documentation



Complete package must contain the following, as applicable:

- NPPSC 1900/2, Separation Checklist
- Signed Administrative Separation Letter, Separation Authorization Message, or Officer Separation Orders
- Completed Separations Questionnaire, NPPSC 1900/1 (with all supporting documents)
- Approved Separation Leave Request
- Approved PTDY Orders (involuntary separation only)
- DD 2648 Pre-separation Counseling Checklist
- Copy of prior DD 214s (Certificate of Release or Discharge from Active Duty) if not available from Service Member's OMPF
- DD 2586 Verification of Military Experience and Training (VMET) and Joint Service Transcript (JST)
- Separation Evaluation (must have for ISP recipients), otherwise, can be submitted before DD 214 is finalized

*****Medical documents are NOT to be submitted with separation packages, as this is a violation of HIPAA*****

Separation Documentation (cont.)



Complete package must contain the following, as applicable:

- Reserve Documentation, if available
 - Signed Reserve Contract (for Officers with < 8 years)
 - NAVPERS 1070/613 "Agreement to Serve", if not already submitted (ISP recipients)
 - Signed Reserve Contract Sheet (ISP recipients)
- Command Check-Out Sheet
- Bachelors Enlisted Quarters Check-Out Sheet
- DD 93 or NAVPERS 1070/602 (RED/DA) (review and update)
- Service members Group Life Insurance Online Enrollment System (review and update)
- Travel Forms, if applicable:
 - Passenger Reservation Request (PRR)
 - DD884 (Application for Transportation for Dependents)

*****Medical documents
are NOT to be submitted
with separation packages, as
this is a violation of HIPAA*****



Fleet Reserve/Retirement Process

Fleet Reserve/Retirement Package Submission



Prior to starting the retirement package, CPPA will ensure that the following have been completed or started:

- FLTRES/Retirement request
- Officer Retirement Orders Issued
- FLTRES/Retirement final authorization
- PDRL/TDRL message for Disability Retirement
- Capstone and TAP class
- Separation physical

Start working package 9-12 months prior to departure from command

Fleet Reserve/Retirement Checklist

Start 9-12 months prior

For Permanent and Temporary Disability Retirement (PDRL/TDRL) start package upon acceptance of Physical Evaluation Board (PEB) findings.

CPPA will submit packages once PDRL/TDRL message is received.

****Do not submit PEB findings
with package****

Fleet Reserve/Retirement Documentation



Complete package with required documentation:

- NPPSC 1800/1, Fleet Reserve/Retirement Checklist
- Officer FLTRES/Retirement Orders, FLTRES/Final Retirement Approval Message/Letter
- Completed Separation Questionnaire, NPPSC 1900/1 (with all supporting documents)
- DD 2656 Data for Payment of Retired Personnel *must be sent to DFAS 45-60 days prior to approved retirement date
- Approved Separation Leave Request (e-Leave)
- Approved PTDY orders
- DD 2648 Pre-separation Counseling Checklist

*****Medical documents are NOT to be submitted with FLTRES/Retirement packages, as this is a violation of HIPAA*****

Fleet Reserve/Retirement Documentation (cont.)



Complete package with required documentation:

- Copy of prior DD 214s (Certificate of Release or Discharge from Active Duty) if not available from member's OMPF
- DD2586 Verification of Military Experience and Training (VMET) and Joint Service Transcript (JST)
- Command Check-Out Sheet
- Bachelors Enlisted Quarters Check-Out Sheet
- DD 93 or NAVPERS 1070/602 (RED/DA) (review and update)
- Service members Group Life Insurance Online Enrollment System (review and update)
- Travel Forms, if applicable:
 - Passenger Reservation Request (PRR)
 - DD 884 (Application for Transportation for Dependents)

*****Medical documents are NOT to be submitted with FLTRES/Retirement packages, as this is a violation of HIPAA*****

Separations Questionnaire



SEPARATIONS QUESTIONNAIRE NPPSC 1900/1 (Rev. 08-2019)				Supporting Directive NPPSCINST 5213.1A			
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; E.O. 9397 (SSN), as amended. PURPOSES: To help the command pay and personnel administrator (CPPA) and supporting personnel support detachment (PSD)/transfer office simplify and explain separation procedures by advising Service members of available travel options and ensuring compliance with directives. ROUTINE USES: Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. This routine use applies to Department of Defense (DoD) and Department of the Navy (DON) personnel who facilitate separation administrative actions and advances for Service members. DISCLOSURE: Mandatory. Failure to provide required information may inhibit timely separation of Service members.							
General Information (to be completed by Service member)							
1. Rate/Rank: PS2/E5	2. Name (Last, First, MI): [REDACTED]			3. SSN (Full): [REDACTED]	4. Date: 06 Jul 2022		
5. Personal Phone Number: (619) 111-2233				6. Personal E-mail Address: JOE.SAILOR@GMAIL.COM			
7. Type of Separation: EAOS				8. Separation Date: Dec 10, 2022			
9. Dates of Permissive TDY: From To N/A N/A		10. Dates of Terminal Leave: From To Nov 1, 2022 Dec 10, 2022		11. Home of Record: BOCA RATON, FL			
				12. Place of Entry on Active Duty: MIAMI, FL			
				13. Home of Selection (if applicable): N/A			

Block 1: Rate/Rank

Block 2: Last name, first name, and middle initial

Block 3: Full social security number

Block 4: Date the form is being completed

Block 5: Personal cell number of service member

Block 6: Personal email address after separation

Block 7: Select type of separation whether it be Transferring to the Fleet Reserve, Retirement, separating at EAOS, or being Administratively Separated (ADSEP)

Block 8: Separation date

Block 9: Requested date of Permissive Temporary Duty (house/job hunting)

Block 10: Requested date of terminal leave

Block 11: The Home of Record is not where the service member elects to go after separating. It is the place recorded as the Service member's home when commissioned, appointed, inducted, or ordered into a tour of active duty. (Retrieved from DD form 4)

Block 12: Place of Entry on Active Duty is where the member went to MEPS. Retrieved from DD form 4)

Block 13: Home of Selection

Blocks 1-17 are required to create Fleet Reserve/Retirement and Separation Orders - - -continued on next slide

Separations Questionnaire (cont.)



14. Complete Mailing Address after Separation:			
a. Street Address: 1234 ARBOR WAY			
b. City: BOCA RATON	c. State: Florida	d. Zip Code: 33333	
15. Complete Mailing Address of Service Member's Nearest Relative:			
a. Name:		b. Relationship: SISTER	
c. Street Address: 1234 MARENGO AVE			
d. City: LA MESA	e. State: California	f. Zip Code: 99999	
16. Loan Repayment Program:			
a. Are you in a Loan Repayment Program?		b. If "Yes", provide years of commitment:	
No			
17. DD 214 Certificate for Release or Discharge from Active Duty			
a. Request Copy 6 of DD 214 be sent to the State of:		b. Request Copy 3 of DD 214 be sent to the Central Veteran's Affairs Office in Washington DC:	
FL		Yes	
18. Dependency Status (select one):			
<input checked="" type="checkbox"/> Single, No Dependent(s) <input type="checkbox"/> Single, With Dependent(s) <input type="checkbox"/> Married With Dependent(s) <input type="checkbox"/> Married, Military to Military			
a. Dependent(s) Location (City & State):			
b. Dependent(s) Relocation (City & State):			
c. Dependent Name (Last, First, MI)	Relationship	Date of Marriage/Birth	Date of Travel
19. Advance Travel Request (select all that apply): *** Must have served at least 90% of enlistment ***			

Block 14: Service Member's mailing address after separation

Block 15: Name, Relationship, and Complete Mailing Address of Nearest Relative (whomever that may be to the Service Member)

Block 16: Is the member in the Loan Repayment program (Review Service Member's OMPF)

Block 16b: If the member came in under the Loan Repayment Program, how many years did they agree to serve to?

Block 17: What state does the Service member choose to have the Veterans Affairs State Director DD 214 sent to?

Block 17b: Does the Service member want copy 3 of the DD 214 sent to Washington D.C.?

Block 18: Member's dependency status and relocation information

Block 19: No longer applicable for separation/retirement

*Blocks 1-17 are required to create
Fleet Reserve/Retirement and
Separation Orders*

Separations Questionnaire (cont.)



Section II is for the medical and dental officer only

Block 6-9: Medical and Dental Officer endorsement or signature and name.

Medical and Dental Endorsements (to be completed by authorized medical facility representative)	
1. Physically Qualified for Separation?	<input type="checkbox"/>
2. Dental Exam Complete?	<input type="checkbox"/>
3. MTF has Possession of service treatment record (STR)?	<input type="checkbox"/>
4. Requires Additional Dental Treatment?	<input type="checkbox"/>
5. Name of the Medical Treatment Facility:	
6. Name of Medical Officer/Representative:	
7. Signature of Medical Officer/Representative:	
8. Name of Dental Officer/Representative:	
9. Signature of Dental Officer/Representative:	

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Reset Form

Print Form

Separations Questionnaire (cont.)



Verify the member's ESR for missing awards

SEPARATIONS QUESTIONNAIRE NPPSC 1900/1 (Rev. 08-2019)		
Supporting Directive NPPSCINST 5213.1A		
Medical and Dental Endorsements (to be completed by authorized medical facility representative)		
Navy members separating from an activity that are not within an area supported by a Navy medical treatment facility (MTF) or do not have a DoD MTF within a reasonable commuting distance, please make copies of your STR and dental record and forward the originals to: NAVY MEDICINE RECORDS ACTIVITY (NMRA) BUMED DETACHMENT ST LOUIS 4300 GOODFELLOW BLVD BLDG 103 ST LOUIS MO 63120		
All STRs are the property of the U.S. Government and must be maintained at the appropriate medical/dental facility. The VA cannot process any current or future claim without a complete record on file at the time of separation.		
Official Awards (to be completed by Service member)		
1. Enter the total number for each award. Documentation of the award may be requested.		
Medal of Honor	POW Medal	Navy Recruit Training Service Medal
Navy Cross	Navy Good Conduct Medal	Armed Forces Reserve Medal
Defense Distinguished Service Medal	Naval Reserve Meritorious Service Medal	Naval Reserve Medal
Distinguished Service Medal	Navy Expeditionary Medal	Philippine Presidential Unit Citation
Silver Star	National Defense Service Medal	Republic of Korea Presidential Unit Citation
Defense Superior Service Medal	Korean Service Medal	Republic of Vietnam Presidential Unit Citation
Legion of Merit	Antarctica Service Medal	Republic of Vietnam Gallantry Cross Unit Citation
Distinguished Flying Cross	Armed Forces Expeditionary Medal	Republic of Vietnam Civil Actions Unit Citation
Navy and Marine Corps Medal	Vietnam Service Medal	Philippine Defense Ribbon
Bronze Star	Southwest Asia Service Medal	Philippine Liberation Ribbon
Purple Heart	Kosovo Campaign Medal	Philippine Independence Ribbon
Defense Meritorious Service Medal	Afghanistan Campaign Medal	United Nations Medal

Meritorious Service Medal	Iraq Campaign Medal	NATO Medal (Country Received)
Air Medal	Global War on Terrorism Expeditionary Medal	Multinational Force and Observers Medal
Joint Service Commendation Medal	Global War on Terrorism Service Medal	Inter-American Defense Board Medal
Navy and Marine Corps Commendation Medal	Korean Defense Service Medal	Republic of Vietnam Campaign Medal
Joint Service Achievement Medal	Armed Forces Service Medal	Kuwait Liberation Medal (Kingdom and Saudi Arabia)
Navy and Marine Corps Achievement Medal	Humanitarian Service Medal	Kuwait Liberation Medal (Kuwait)
Combat Action Ribbon	Military Outstanding Volunteer Service Medal	Navy Rifle Expert Medal
Presidential Unit Citation	Sea Service Deployment Ribbon	Navy Pistol Expert Medal
Joint Meritorious Unit Award	Navy Arctic Service Ribbon	Navy Rifle Sharpshooter Ribbon
Navy Unit Commendation	Navy Reserve Sea Service Ribbon	Navy Pistol Sharpshooter Ribbon
Navy Meritorious Unit Commendation	Navy and Marine Corps Overseas Service Ribbon	Navy Rifle Marksmanship Ribbon
Navy "E" Ribbon	Navy Recruiting Service Ribbon	Navy Pistol Marksmanship
Other Award(s) Not Listed Above:		
Signatures		
1. Service Member Name:	2. Service Member Signature:	3. Date:
4. Commanding Officer or Designee Name:	5. Commanding Officer or Designee Signature:	6. Date:

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If awards missing or not listed have member state such in the "other awards" block and provide supporting documentation

Permissive Temporary Duty (PTDY)



A member shall only be eligible PTDY for Job/House Hunting if:

- Retiring
- Transferring to the Fleet Reserve,
- Involuntarily separated under honorable conditions

CONUS	OCONUS
10 days (Involuntary Separation)	20 days (Involuntary Separation)
20 days (Fleet Reserve/Retirement)	30 days (Fleet Reserve/Retirement)

The member must route a request chit to the Commanding Officer for final approval.

Voluntary separations are NOT eligible for PTDY

Reference: MILPERSMAN 1320-220

Terminal Leave Lump Sum Leave (LSL)



When a member requests terminal leave:

- Ensure leave type on NSIPS is e-leave request is "Separation/Retirement" not "Ordinary"
- Leave will end at 2359 on the last day of active duty.
 - i.e. Member's separation date is 30 June, leave will end on 30 June at 2359.
- All of the days requested through the last day will be charged.
- There is no maximum amount of terminal leave (approval is at the CO's discretion)

Members retiring, released from active duty, or separating under honorable and general conditions, may be eligible to sell back leave. Only 60 days can be sold in a career.

NOTE: To verify the member's Leave in MMPA use JJAA and then the FID BR (Leave Balance)

To check the Service Member's LSL FID is "BL" which will tell you the most recent payment of LSL

To see if current LSL is/has posted check FID 74

Involuntary Separation Pay (ISP)



Date): As a condition of eligibility for involuntary separation pay (ISP), I understand I must enlist in the Ready Reserve, Selected Reserve (SELRES), or Individual Ready Reserve (IRR) for a period of 3 years, in addition to any remaining service obligation I have incurred under law. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Furthermore, should I be accepted for enlistment in the Ready Reserve, I must immediately reenlist upon discharge from active duty as a condition of qualifying for ISP.

In addition to any remaining service condition that I have incurred under law, I fully understand that my refusal to enlist (if eligible) in the Ready Reserve upon discharge from active duty will render me ineligible for ISP and result in immediate recoupment for any incorrect ISP payments.

I understand that I may enlist in the Navy SELRES with prior Career Waypoint-Reenlistment (C-WAY-REEN) approval via the Navy Personnel Command (NAVPERSCOM), Career Transition Office (NAVPERSCOM (PERS-97)), or that I may enlist in the IRR by applying for affiliation at NAVPERSCOM (PERS-93).

I further understand that if I enlist in the IRR I may request to become a SELRES any time afterwards by applying for affiliation at a Navy Reserve recruiting office or Navy operational support center.

I also agree that if accepted in the Navy Ready Reserve, I will keep NAVPERSCOM (PERS-93) informed of any changes in my address, physical status, or dependency status, per Title 10 U.S.C, section 1174, DoDI 1392.29, DoD 700.14-R, and BUPERSINST 1001.39F.

My contact/contract information:

Home of record:

Leave address:

Mailing address:

Home phone:

Cell phone:

E-mail address:

Prospective place of reenlistment:

Prospective date of reenlistment:

Name and rank of reenlisting officer (if available):

Title of reenlisting officer (if available):

Separation date:

Active service this period:

Prior inactive service:

Prior active service:

Separation code:

Reentry code:

I certify that the information provided by myself is true and complete to the best of my knowledge, and that I have provided this information of my own free will.

Service member's Signature

Witnessed by:

Name, Rank

By direction

Eligibility:

Per OPNAVINST 1900.4 CH 2, a Sailor may be eligible for ISP if:

- Involuntarily separated
- Must have completed at least 6 or more but less than 20 years of active duty service.
- Must agree to serve 3 years in the Ready Reserve in addition to any other remaining service.

ISP will not be paid until reserve contract or reserve enlistment has been signed.

CPPA must prepare a NAVPERS 1070/613 stating that the Service Member agrees to serve in the Ready Reserve for 3 years and any other remaining service obligations.

OPNAVINST 1900.4 CH-2, DoD FMR Volume 7a Ch. 35
MILPERSMAN 1910-050 reference of an ISP NAVPERS 1070/613

Certificate of Uniformed Service (DD Form 214)



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF UNIFORMED SERVICE

When completed, this form contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended, and DoD 5400.11-R, DoD Privacy Program.

1. NAME (Last, first, middle)		2. BRANCH AND COMPONENT		3. DOD ID NUMBER		4. SERIAL NUMBER	
5a. GRADE, RATE OR RANK		5b. PAY GRADE		6. DATE OF BIRTH (YYYYMMDD)			
7a. MILITARY SERVICE OBLIGATION TERMINATION DATE (YYYYMMDD)		7b. RESERVE STATUS FOR OBLIGATION (SEL/RES/IRR)		7c. CONTACT PHONE NUMBER (Civilian)		7d. CONTACT EMAIL ADDRESS (Civilian)	
8a. PLACE OF ENTRY INTO ACTIVE DUTY		8b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)					
9a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND				9b. STATION WHERE SEPARATED			
10. COMMAND TO WHICH TRANSFERRED				11. SGLI COVERAGE AMOUNT: \$ <input type="checkbox"/> NONE			
12. SPECIALITY (List number, title, and years and months in specialties involving periods of one or more years.)				13. RECORD OF SERVICE			
				a. DATE ENTERED AD THIS PERIOD			
				b. SEPARATION DATE THIS PERIOD			
				c. NET ACTIVE SERVICE THIS PERIOD			
				d. TOTAL PRIOR ACTIVE SERVICE			
				e. TOTAL ACTIVE SERVICE			
f. TOTAL INACTIVE SERVICE							
g. FOREIGN SERVICE							
h. REENTRY TRAINING							
i. EFFECTIVE DATE OF PAY GRADE							
14. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)				15. UNIFORMED SERVICE EDUCATION (Course title, number of weeks, and month and year completed)			
16. RETIREMENT SYSTEM OPTION: <input type="checkbox"/> FINAL <input type="checkbox"/> HIGH-3 <input type="checkbox"/> REDUX <input type="checkbox"/> BRS 17. DD214-1 (Accompanies this DD214) <input type="checkbox"/> YES <input type="checkbox"/> NO							
18. RETIREMENT SYSTEM OPTION: <input type="checkbox"/> FINAL <input type="checkbox"/> HIGH-3 <input type="checkbox"/> REDUX <input type="checkbox"/> BRS 19. DD214-1 (Accompanies this DD214) <input type="checkbox"/> YES <input type="checkbox"/> NO							
20. REMARKS							
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.							
21a. MEMBER REQUESTS DATA SHARE WITH (Specify state/locality) 21b. MEMBER REQUESTS DATA SHARE WITH (Specify state/locality)							
22. MEMBER REQUESTS DATA SHARE WITH (Specify state/locality) 23. MEMBER SIGNATURE 24. OFFICIAL AUTHORIZED TO SIGN							
23a. MEMBER SIGNATURE 23b. DATE (YYYYMMDD) 24a. NAME, GRADE AND TITLE 24b. SIGNATURE 24c. DATE (YYYYMMDD)							

DD FORM 214, FEB 2022 PREVIOUS EDITION IS OBSOLETE MEMBER

DD 214 KEY:

NSIPS/ESR/OMPF

VMET

SOES/SGLI

JOINT SERVICE
TRANSCRIPT

SEPARATION
QUESTIONNAIRE

BUPERSINST 1900.8E/
MILPERSMAN 1910-104

NSIPS DD Form 214 Process



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

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1. NAME (Last, First, Middle)		2. BRANCH AND COMPONENT		3. DOD ID NUMBER		4. SERIAL NUMBER	
5a. GRADE, RATE OR RANK		5b. PAY GRADE		6. DATE OF BIRTH (YYYYMMDD)			
7a. MILITARY SERVICE OBLIGATION TERMINATION DATE (YYYYMMDD)		7b. RESERVE STATUS FOR OBLIGATION (SELRES/RRP)		7c. CONTACT PHONE NUMBER (Civilian)		7d. CONTACT EMAIL ADDRESS (Civilian)	
8a. PLACE OF ENTRY INTO ACTIVE DUTY		8b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)					
9a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND				9b. STATION WHERE SEPARATED			
10. COMMAND TO WHICH TRANSFERRED				11. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$			
12. SPECIALITY (List number, title, and years and months in specialties involving periods of one or more years.)				13. RECORD OF SERVICE			
				a. DATE ENTERED AD THIS PERIOD			
				b. SEPARATION DATE THIS PERIOD			
				c. NET ACTIVE SERVICE THIS PERIOD			
				d. TOTAL PRIOR ACTIVE SERVICE			
				e. TOTAL ACTIVE SERVICE			
				f. TOTAL INACTIVE SERVICE			
				g. FOREIGN SERVICE			
h. SEA SERVICE				i. INITIAL ENTRY TRAINING			
j. EFFECTIVE DATE OF PAY GRADE							
14. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)				15. UNIFORMED SERVICE EDUCATION (Course title, number of weeks, and month and year completed)			
16. DAYS ACCRUED LEAVE PAID		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input type="checkbox"/> YES <input type="checkbox"/> NO					
18. RETIREMENT SYSTEM OPTION <input type="checkbox"/> FINAL <input type="checkbox"/> HIGH-3 <input type="checkbox"/> REDUX <input type="checkbox"/> BRS		19. DD214-1 (Accompanies this DD214) <input type="checkbox"/> YES <input type="checkbox"/> NO					
20. REMARKS							
<p><small>The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.</small></p>							
21a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)				21b. NEAREST RELATIVE (Name and address - include ZIP code)			
22. MEMBER REQUESTS DATA SHARE WITH (Specify state/locality)				OFFICE OF VETERANS AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO			
23a. MEMBER SIGNATURE		b. DATE (YYYYMMDD)		24. OFFICIAL AUTHORIZED TO SIGN		c. DATE (YYYYMMDD)	
				a. NAME, GRADE AND TITLE			
				b. SIGNATURE			

DD FORM 214, FEB 2022 PREVIOUS EDITION IS OBSOLETE. MEMBER Page ____ of ____

DD 214

- Once PSD has verified all documents are complete, a DD 214 worksheet in NSIPS will be created by the separation clerk.
- Upon receipt of notification to verify all information the member shall:
 - Log into NSIPS ESR
 - Read every line and page carefully. If corrections are required, reroute as inaccurate and list all corrections needed.
 - Once correct, mark as accurate and route to the assigned clerk.
 - DD 214 will be available in BOL for final review and signature.
- Final DD 214 will be viewable in BOL via Navy Personnel Command Document Services for member to print (copy 1 and copy 4).

*****Ensure member still has a valid CAC and CAC reader. Connectivity to a DoD network is recommended.*****

New Accession Training (NAT) Separations Routing Guidance



- New Accession Training (NAT) Sailors must be first gained to their Navy Reserve Center (NRC) prior to separation. When processing a NAT separation, NRCs must:
 - Submit Activity Gain case to the following TSCs, as applicable:
 - TSC San Diego (Center of Excellence – Gains and Losses (West))
 - eCRM case to **PP ACTIVITY GAINS WEST** queue
 - TSC Pensacola (Center of Excellence – Gains and Losses (East))
 - eCRM case to **PP ACTIVITY GAINS EAST** queue
 - Submit Nat Separation case to TSC Norfolk:
 - eCRM case to **PP RETIREMENTS_SEPARATIONS** queue

OCONUS Separations Routing Guidance



TRANSFER/LOSS

Case #1 (5-9 Months in Advanced)

TSC Yokosuka
OCONUS Gain and Losses COE
Queue: PP TRANSFERS OCONUS
Routed PSD: Yokosuka

- ✓ CPPA submits request to generate Transfer Orders for Enlisted Separation / Retirement (if applicable) 5-9 months in advance
KSDs: Enlisted Authorization for Sep/Ret and NPPSC 1900/1 Separation Questionnaire (Blocks 1-17: used to generate orders)
- ✓ Orders will be uploaded into the Transfer Transaction (as applicable) Note: skip the above if member has Orders (e.g. Officers)
- ✓ Transfer Transaction Remains open until member's Loss date.
KSDs for Sep/Ret Transfer/Loss:
 - NPPSC 1300/1 ATA
 - Updated NAVPERS 1070/602
 - Flight itinerary
 - Endorsed orders for date of detach/loss
- ✓ Transaction will remain open until member's activity loss is posted.

FLIGHT/NAVPTO

Case #2 (once orders are received)

Submit all NAVPTO KSDs to the applicable NAVPTO queue for flight itinerary.

PP NAVPTO-YOKOSUKA

PP NAVPTO-GUAM

PP NAVPTO-BAHRAIN

PP NAVPTO-NAPLES

DD-214

Case #3 (can submit at any time - asap)

TSC Norfolk
Separations and Retirements COE
PP RETIREMENTS_SEPARATIONS
Routed PSD: TSC Norfolk

- ✓ CPPA submits DD214 request to Sep/Ret COE to include applicable checklists and KSDs.
- ✓ NPPSC 1900/2 Separation Checklist
- ✓ NPPSC 1900/1 Separation Questionnaire
- ✓ NPPSC 1800/1 Fleet Reserve/ Retirement Checklist (as applicable)

OCONUS Seps: Ensure requirements of MILPERSMAN 1910-812 are met. Evaluations, separation physical (e.g. medical and dental), and leave papers should all be completed prior to arrival to TPU for separation processing.

Separation Orders will be generated by TSC Yokosuka. If sep orders modifications are required after Sailor has transferred to TPU, communicate with TSC Norfolk via eCRM for order modification.

This slide is provided by TSC Norfolk

Projected Loss Report



The Projected Loss report will allow CPPA to identify separating and retiring Sailors by using the following sections:

- EAOS (Expiration of Active Obligated Service)
- EDLN (Estimated Date of Loss)
- EREN (Expiration of Reserve Enlistment)
- Fleet Reserve/Retirement



Separation Travel Claim Process

Errors, missing, or unreadable information will cause delays

The CPPA is the subject matter expert on how to fill out this form

Travel Claim Processing



Member submits completed package after completing final travel to:

- home of selection (retirement)
- home of record (separation)

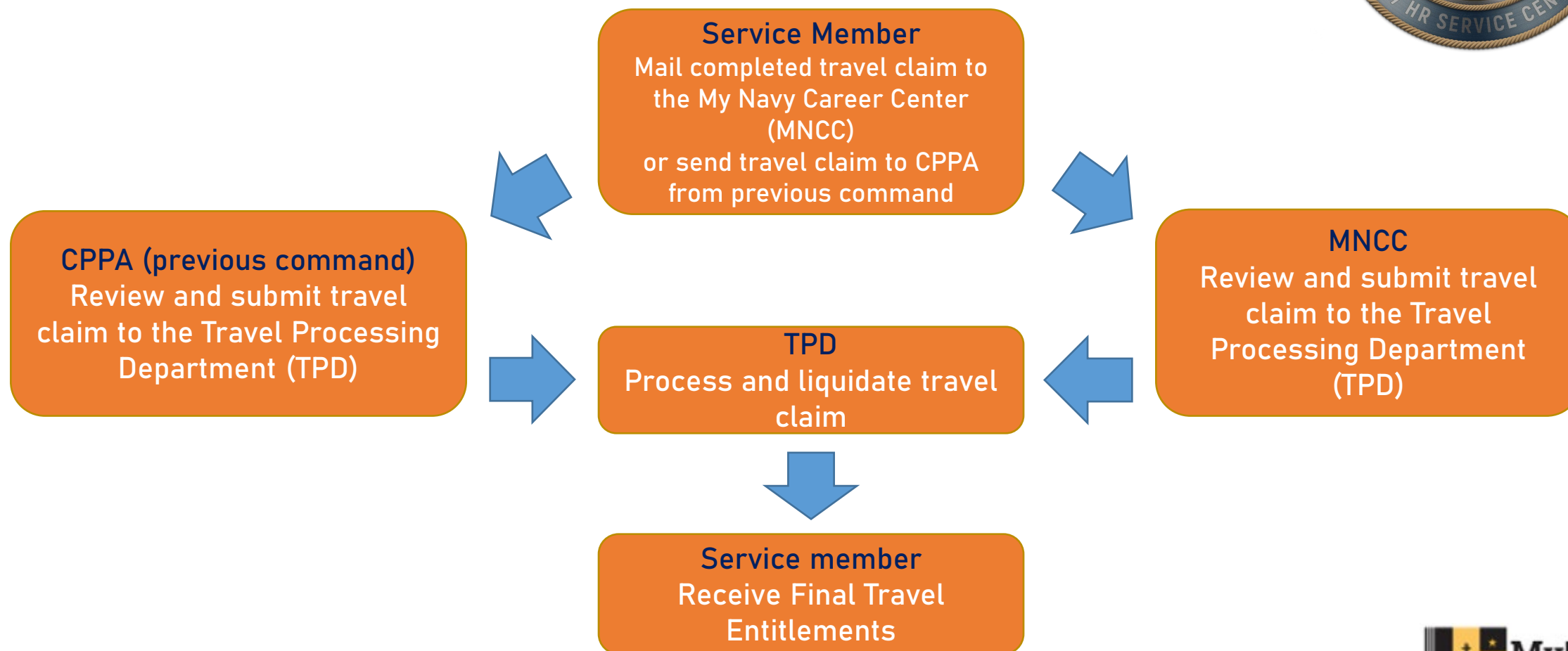
Must contain:

- Orders
- DD Form 1351-2
- EFT Form
- Receipts for reimbursable expenses over \$75

MAIL to:

Navy Personnel Command
(unless sent to previous command)
My Navy Career Center
BLDG 768 RM E302
5720 Integrity Drive
Millington TN 38055-6300

Travel Claim Submission



Best Practices



Separation cases are initiated and actionable no later than 60 days before member is scheduled to depart the command. Failure to do so will result in "Signature Unattainable" on the DD 214 and could lead to delays in retirement pay.

- Identify career intentions early
- Run the Projected Loss report frequently
- CCC, Member, CPPA, and Chain of Command communicate for a smooth transition
- Members attend TAP as close to 12 months prior to separation as practical
- Verify member's leave balance prior to terminal leave request
- Submit separation questionnaire once endorsed by medical/dental
- Member provides all documents prior to departing
- Ensure no PCS orders are on file

EDD 214 in NSIPS allows the Separations Clerk to initiate the eDD 214 electronically within the NSIPS R&S module, and electronically route to the member for verification

If member's EAOS is prior to the Retirement/FLTRES date, the member must extend/reenlist. The retirement/FLTRES date will then take precedence and cancel out any remaining active duty time despite the SEAOS showing a later date.

References



- BUPERSINST 1900.8E, Certificate of Release or Discharge from Active Duty
- Career Counselor Handbook NAVPERS 15878L
- Command Pay and Personnel Administrator (CPPA) Handbook
- DoD Financial Management Regulation Volume 7A, Chapter 35
- Joint Travel Regulations
- MILPERSMAN 1133-090 (series) Enlisted Recruiting
- MILPERSMAN 1800-1899 (series), Retirement
- MILPERSMAN 1900-1999 (series), Separation
- OPNAVINST 1900.2B, Transition Assistance Management Program (TAMP)
- OPNAVINST 1900.4 CH-2, Separation Pay for Involuntary Separation From Active Duty

Resources



- MyNavy HR CPPA Resources Page: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>
- CPPA Handbook: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>
- Receipts SOP: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>

You are serving in a position of significant trust with access to the personnel records (data and documents) of command personnel. AT ALL TIMES, YOU ARE TO PROTECT THE PERSONALLY IDENTIFIABLE INFORMATION (PII) OF COMMAND PERSONNEL AND PREVENT THE UNAUTHORIZED ACCESS TO, OR LOSS OF PII.

Summary and Review



In this lesson we covered:

- High level submission steps in the process for Fleet Reserve and Retirement
- Separations Process
- Fleet Reserve & Retirement Process
- PTDY - Terminal/Lump Sum Leave - Involuntary Separation Pay
- DD 214
- OCONUS Separations Routing Guidance
- Separations Travel Claim
- References

Separations & Retirements



Questions?

Conclusion



This concludes the Separations and Retirements process training.

Thank you for your participation!

THE SAILOR WINS TODAY